

## How to Use HUD's Section 3 Business Registry Webpage

The Section 3 Business Registry is a listing of firms that have self-certified that they meet one of the regulatory definitions of a Section 3 business and are included in a searchable online database that can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of certain HUD-funded contracts. The database can also be used by Section 3 residents to identify businesses that may have HUD-funded employment opportunities.

This registry is a helpful tool to locate Section 3 businesses in their community. It also enables HUD grantees to meet their S Section 3 obligations by reducing some of the burden associated with locating eligible businesses.

### Am I a Section 3 Business?

This feature allows businesses that potentially meet one of the three regulatory definitions of a Section 3 Business Concern to determine whether they meet one (or more) of the qualifications.

#### **Option 1: Determine if the Business Meets the Definition of a Section 3 Business Based on Ownership**

1. Enter the Number of Owners that Meet the Definition of a Section 3 Resident for the Metropolitan Area or Non-Metropolitan County Where the Project is Located
2. Enter the Total Number of All Other Owners of the Business
3. Percentage is Automatically Calculated

If percentage is less than 51% the business does not meet the definition of a Section 3 Business

#### **Option 2: Determine if the Business Meets the Definition of a Section 3 Business Based Percentage of Full Time Employees**

1. Enter the Total Number of Full-Time Employees in all Job Categories
2. Enter the Number of Full-Time Employees that Currently Meet the Definition of a Section 3 Resident for the Metropolitan Area or Non-Metropolitan County Where the Project is Located
3. Enter the Number of Full-Time Employees that Met the Definition of a Section 3 Resident for the Metropolitan Area or Non-Metropolitan County Where the Project is Located Within Three Years From the Date of First Employment with the Business
4. Percentage is Automatically Calculated

If percentage is less than 30% the business does not meet the definition of a Section 3 Business

#### **Option 3: Determine if the Business Meets the Definition of a Section 3 Business Based the Award of Subcontracts to Businesses that Meet the Requirements of Option 2 or 3 Above.**

1. Enter the Total Dollar Amount of Sub-Contracts to Be Awarded on Covered Activities
2. Enter the Total Dollar Amount of Sub-Contracts to be Awarded to Businesses that Meet One of the Definitions of a Section 3 Business for the Metropolitan Area or Non-Metropolitan County Where the Project is Located that will Receive Contracts for Covered Activities
3. Percentage is Automatically Calculated

If percentage is less than 25% the business does not meet the definition of a Section 3 Business

**Businesses that meet one of the preceding definitions of a Section 3 Business may proceed to self-certify their eligibility to HUD and HUD-funded grantees.**

### Register A Business

This feature allows businesses that meet one of the regulatory definitions of a Section 3 Business Concern to self-certify they status to HUD.

Section 3 Businesses are defined as: Section 3 business concerns are businesses that can provide evidence that they meet one of the following criteria:

- a) 51 percent or more owned by [Section 3 residents](#); or
- b) At least 30 percent of its full time employees include persons that are currently [Section 3 residents](#), or were Section 3 residents within three years of the date of first hire\*; or
- c) Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two qualifications above.

**All box fields with \* are required fields that must be filled with information regarding that box before an application can be submitted.**

### **Select the Location of the Section 3 Business \***

1. Select the drop down box to choose the State where the business is located.
2. Select the drop down for county's which will automatically populate the counties from the state selected previously.
3. Select your city from the next drop down tab which will automatically populate the cities from the county you selected.
4. Select the zip code for the selected city.

Once the above steps have been taken your selected state, county, city, and zip code be automatically generated in the application and you can now begin entering in your business detail information.

Box 1:	<b>Business Name</b> <b>REQUIRED FIELD (*)</b>	Enter the name of your business as it appears in your state's registered business database, DBA (Doing Business As), LLC, or Corporation.
Box 2:	<b>Business Street Address</b> <b>REQUIRED FIELD (*)</b>	Enter the address as it appears in your state's registered business database, DBA (Doing Business As), LLC, or Corporation. <b>(PO Boxes accepted)</b>
Box 3:	<b>Business City</b> <b>REQUIRED FIELD (*)</b>	<b>Automatically Populated</b>
Box 4:	<b>County</b> <b>REQUIRED FIELD (*)</b>	<b>Automatically Populated</b>
Box 5:	<b>State</b> <b>REQUIRED FIELD (*)</b>	<b>Automatically Populated</b>
Box 6:	<b>Zip Code</b> <b>REQUIRED FIELD (*)</b>	<b>Automatically Populated</b>
Box 7:	<b>Business Telephone Number</b> <b>REQUIRED FIELD (*)</b>	Enter the business contact number
Box 8:	<b>Business Website Address</b>	Enter the business website address/URL
Box 9:	<b>Business Point of Contact</b> <b>REQUIRED FIELD (*)</b>	Enter the name of the primary contact person
Box 10:	<b>Business Email</b> <b>REQUIRED FIELD (*)</b>	Enter the name of the primary contact person's email address
Box 11:	<b>Contact Phone Number</b>	Enter the number of the primary contact person
Box 12:	<b>Number of Employees</b> <b>REQUIRED FIELD (*)</b>	Enter the total number of currently employed staff, including yourself and partners if any
Box 13:	<b>Business License</b>	Enter your businesses license number. Virtually every business needs some form of license or permit to operate legally. However, licensing and permit requirements vary depending on the type of business you are operating, where it's located, and what government rules apply. In most cases, there is a fee charged to obtain a business license. Requirements for a business license vary by state and municipality. Please visit: <a href="http://www.sba.gov/content/search-business-licenses-and-permits">http://www.sba.gov/content/search-business-licenses-and-permits</a> to learn more about obtaining a business license. <b>If</b>

		a business license number is not required please enter "Not Applicable"
Box 14:	NAICS	North American Industry Classification System (NAICS). NAICS is a system used to classify establishments by industry
Box 15:	Year Business Established REQUIRED FIELD (*)	Enter the year the business was established
Box 16:	Duns Number	Duns is a unique 9 digit universal numbering system that's used by businesses and the federal government to keep track of more than 70 million businesses world-wide. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. For more information on DUNS numbers go to SBA.gov
Box 17:	EIN	An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You can apply through the IRS. This is a free service offered by the Internal Revenue Service. You must check with <a href="#">your state</a> to make sure you need a state number or charter.
Box 18:	Business Capabilities Narrative	Capability Narrative is a summary of a company's ability to perform. What services does my business provide relative to my primary NAICS code? <b>Your narrative must be less than 4,000 characters.</b>
Box 19:	Please note any locations within the County and/or City Area that your business is NOT willing to serve.	Enter any County and/or City Area that your business is NOT willing to serve. <b>MUST BE LESS THAN 200 CHARACTERS.</b>
Box 20:	Section 3 Business Criteria: REQUIRED FIELD (*)	At least one of the criteria's must be checked. Click here <a href="#">Am I a Section 3 Business</a> to determine if you or your business is eligible to receive preference as a Section 3 business
<p><b>NEXT</b></p> <p><b>* Type of services that your business provides:</b> Please check at least one box. <b>If other please provide description.</b></p> <p><b>REQUIRED FIELD (*)</b></p>		
Box 21:	Other	Give a brief description of your company and what services it provides.
Is your Business Currently Hiring New Employees: Check either Yes or No		
<p>After Reading disclaimer tap the "Register Business" tab. The next page will ask you to verify your information and allow you the opportunity to make any necessary corrections. Once you have verified your information you can then select 'Submit Registration' to continue or 'Cancel' to return to the form to make any corrections. Once submitted your business will be added to the registry.</p>		

### How to Search For A Section 3 Business

This feature allows users to search for Section 3 businesses in their community based on the criteria entered into the system.

<b>Step 1:</b>	<b>Select the Location That You Are Searching for Section 3 Businesses*</b> <ol style="list-style-type: none"><li>1. Select the drop down box to choose the State where you are searching for Section 3 businesses.</li><li>2. Select the drop down for the county that you are searching for Section 3 businesses. The list will be automatically populated with counties from the state selected previously.</li><li>3. Select the city that you are searching for Section 3 businesses in. The list will be automatically populated with the cities from the county you selected.</li><li>4. Select the zip code for the selected city.</li></ol>
<b>Step 2:</b>	<b>Select the Type of Section 3 Businesses That You Are Seeking:</b> <ul style="list-style-type: none"><li>▪ Brick Masonry</li><li>▪ Carpentry</li><li>▪ Electrical</li><li>▪ General Contractor</li><li>▪ HVAC</li><li>▪ IT</li><li>▪ Janitorial</li><li>▪ Landscaping</li><li>▪ Lead Hazard Control</li><li>▪ Maintenance</li><li>▪ Painting/Drywall</li><li>▪ Plumbing</li><li>▪ Security</li><li>▪ Other</li></ul>
<b>Step 3:</b>	<b>Click "Search for a Business"</b>
<b>Step 4:</b>	<b>Search Results Will Be Generated for the Criteria Entered</b>
<b>Step 5:</b>	<b>Search results can be exported to an Excel spreadsheet to allow users to send group emails or send mass mailings.</b>

#### **Disclaimer:**

HUD has not verified the information submitted by businesses listed in this registry and does not endorse the services that they provide. Users of this database are strongly encouraged to perform due diligence by verifying Section 3 eligibility before providing preference or awarding contracts to firms that have self-certified their Section 3 status with the Department.

#### **How Do I Notify HUD if I Suspect that a Business in this Registry Does Not Meet Section 3 Eligibility Criteria?**

If you believe that a firm has misrepresented itself as a Section 3 Business, please submit an email to the U.S. Department of Housing and Urban Development by clicking here: [Sec3biz@hud.gov](mailto:Sec3biz@hud.gov)

#### **Your email should contain the following:**

- Your name, telephone number, and email address (this information will not be shared outside of HUD)
- Name, city, and state of firm that has allegedly misrepresented their status as a Section 3 business.
- Any narrative explanations describing why you believe that this firm does not meet the Section 3 Business eligibility criteria.

\*Red asterisk indicates a required field.

## We Need Your Help!!

HUD's [Section 3 Business Registry](#) contains contract information for Section 3 businesses across the country. Its purpose is to increase the amount of contracts that are awarded Section 3 Businesses and their overall exposure to HUD-funded agencies and their subrecipients, contractors, and developers—all of who have Section 3 obligations.

Its success depends on the number of businesses that self-certify and recipients, contractors, etc. that use it!!

Please encourage Section 3 Businesses that you have worked with previously, or that you think may meet one of the regulatory definitions, to self-certify with HUD's Section 3 Business Registry. Doing so will make other local agencies and contractors with Section 3 obligations aware of their status and the services they provide, which will ultimately strengthen your local economy and promote self-sufficiency.

We also encourage PHAs and other covered grantees to use the registry as a tool for locating Section 3 businesses in your local area to be notified about HUD-funded contracting opportunities that you or your subrecipients, contractors, developers, etc. may have available, as stipulated in the Section 3 regulations.

Please [click here](#) to access Section 3 Outreach Materials.

Additional information about Section 3 obligations can be obtained by visiting:  
[www.hud.gov/section3](http://www.hud.gov/section3)

Thank you for your assistance!